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BRIEFING

FOR

DEPUTY DIRECTOR for SUPPORT

CURRENT AND PLANNED

OPERATIONS

of

SELECTION PROCESSING CENTER

O/MS

-1/83-

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SELECTION PROCESSING CENTER

I. POLICY AND PURPOSE

II. RESPONSIBILITIES

III. ORGANIZATION

IV. PERSONNEL COMPLEMENT

V. FUNCTIONS

VI. PROCEDURE

VII. DATA

VIII. OPERATION - CURRENT AND PLANNED
(Projected Programs)

IX. AREAS FOR IMPROVEMENT

X. REQUIREMENTS

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I. POLICY AND PURPOSE

SPC ESTABLISHED IN ANEX BUILDING AS A SEPARATE COMPONENT OF THE OFFICE OF MEDICAL SERVICES AND BECAME OPERATIVE ON 16 OCTOBER 1967.

MISSION

A. TO CONDUCT INITIAL-TYPE MEDICAL EVALUATIONS FOR AGENCY EMPLOYMENT.

B. TO CONDUCT MEDICAL EVALUATION FOR DEPENDENTS PROVIDE IMMUNIZATIONS FOR DEPENDENTS

C. TO PROVIDE PROFESSIONAL HEALTH SERVICES SUPPORT FOR AGENCY PERSONNEL AND ACTIVITIES IN THE ROSSLYN AREA.

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II. RESPONSIBILITIES

1. APPOINTED CHIEF, SPC - [redacted] 1 OCTOBER 1967. STAT

Reports Organizationally to Deputy Director O/MS.

2. CHIEFS OF CLINICAL DIVISION, PSYCHIATRIC STAFF AND SUPPORT DIVISION WILL PROVIDE CONTINUING SUPPORT Necessary for Operations - This Includes Personnel, Consultant and Referral Services, Supplies, and Professional Backup in general.

3. PERSONNEL necessary for operations will be detailed to the SPC from other components of the Office of Medical Services. Such Personnel will be under the Administrative Supervision of C/SPC but will remain assigned to their original components.

The Number of Staff Employees detailed to the SPC is subject to change and/or substitution with Contract Employees.

With this in view, the Personnel Complement of SPC will be reviewed periodically.

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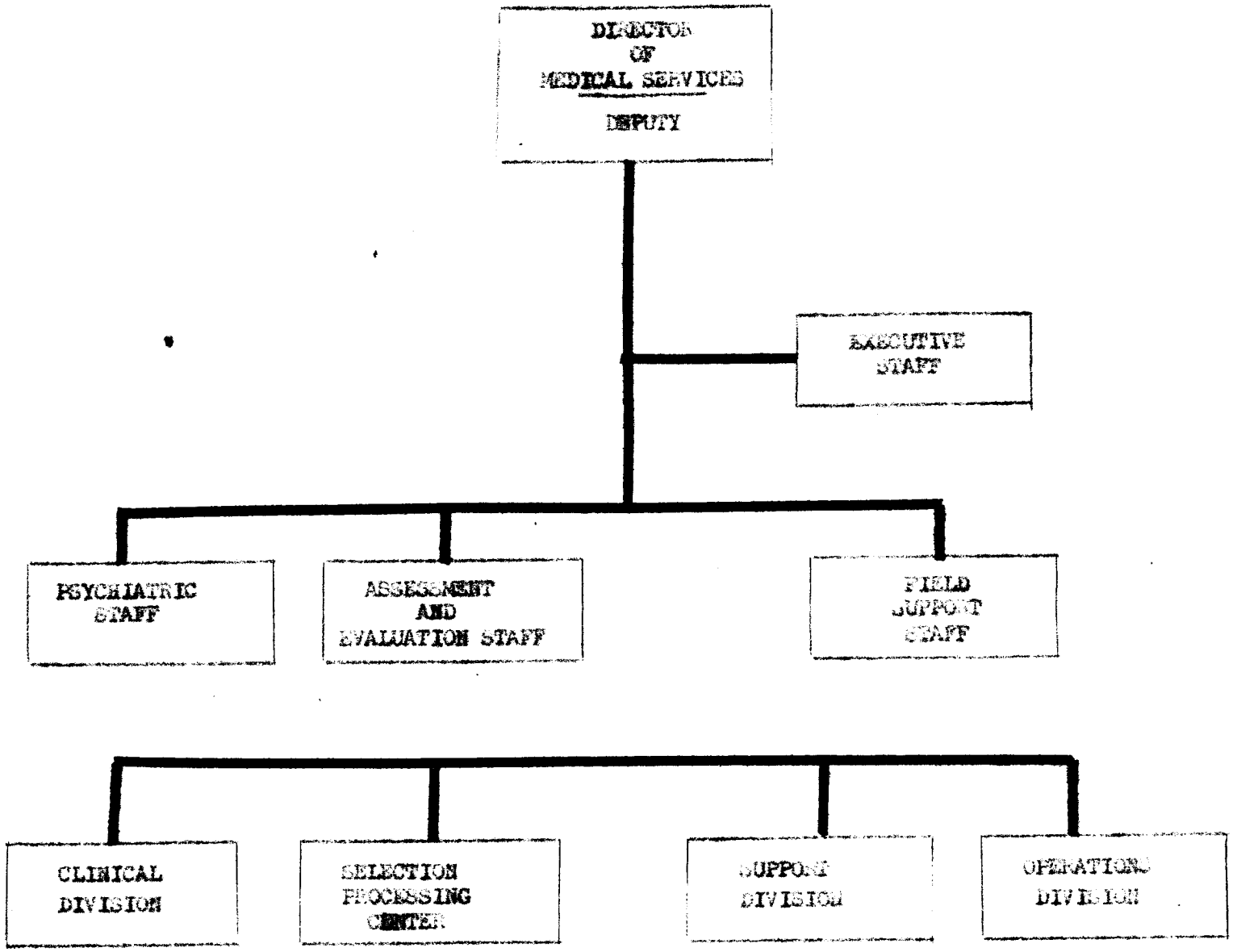
S-E-C-R-E-T

ORGANIZATION CHART



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V. FUNCTION

A. SELECTION/EVALUATION FOR EMPLOYMENT

B. DEPENDENT MEDICAL EVALUATION

C. PROFESSIONAL HEALTH SERVICES

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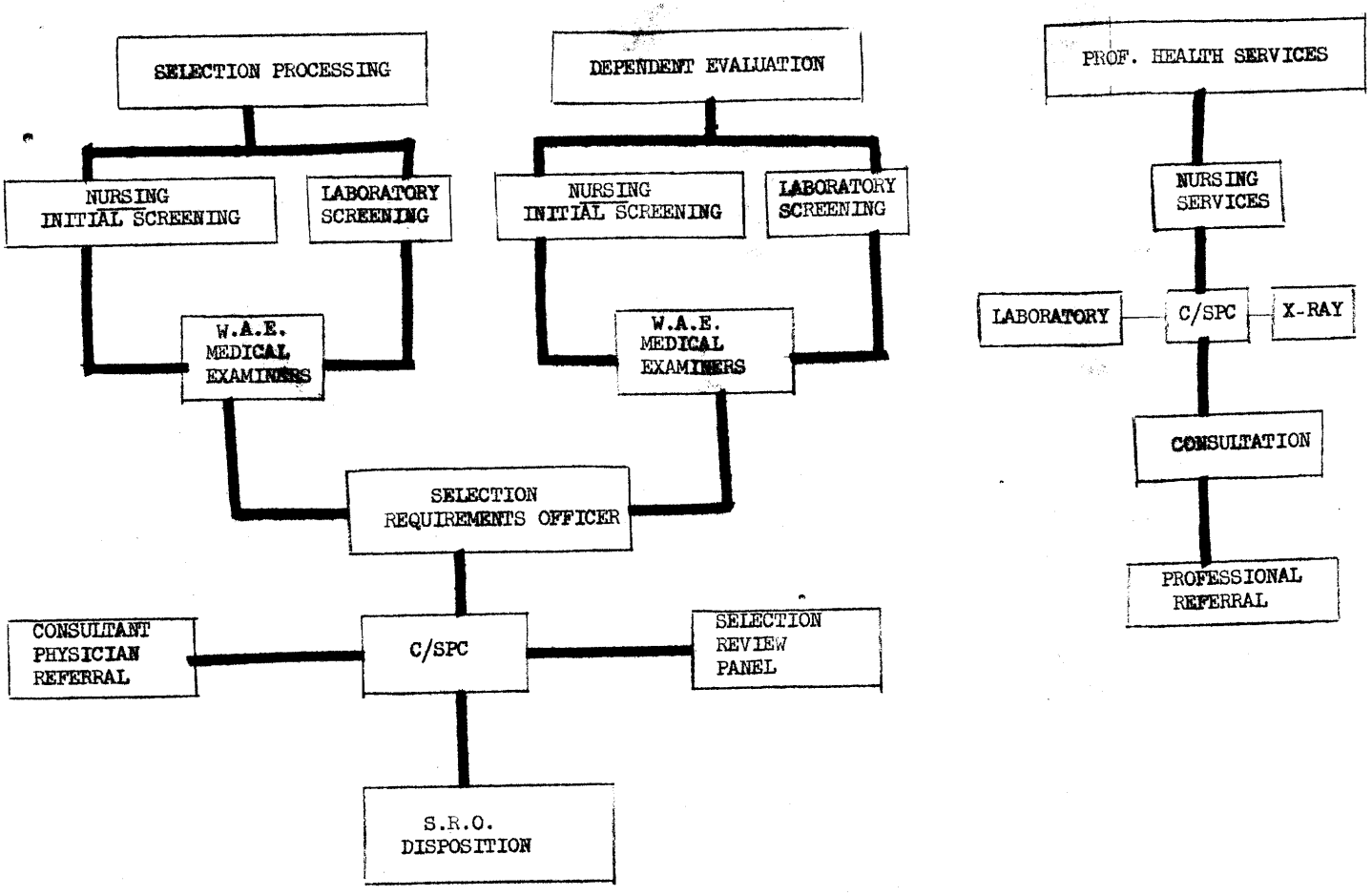
V. S.P.C. FUNCTIONAL CHART



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VI. PROCEDURE

I. ISSUANCE OF MEDICAL EVALUATION REPORTS

A. SELECTION

1. "Approval" Flow Chart

2. "Disapproval" Flow Chart

   (a) 1° Basis - Clinical (Non Psychiatric) Disqual.

   (b) 1° Basis - Psychiatric Disqual.

B. DEPENDENT

1. Approval

2. Declination (Recommendation Against Residence Abroad or Accompaniment of Employees Dependents to Field Assignment)

II. LIST OF EXAMINATION PROCEDURES

SCREENING:

1. Height
2. Weight
3. Color Vision
4. Teeth
5. Build
6. Hair Color
7. Eyes

LABORATORY:

1. Urine
2. Hematocrit
3. Serology
4. Blood Sugar
5. BUN
6. Other

X-RAY:

1. PA Chest Plates
2. Special Views
3. Flouroscopy

OTHER PROCEDURES:

1. Audiometry (e.g., Comma etc.)
2. EKG (age 40 and over)
3. Phonocardiogram
4. Optometry

PHYSICAL EXAMINATION:

1. Physical Appearance
2. Upper Extremities
3. Lower Extremities
4. Head
5. Eyes
6. Chest and Heart
7. Genitalia

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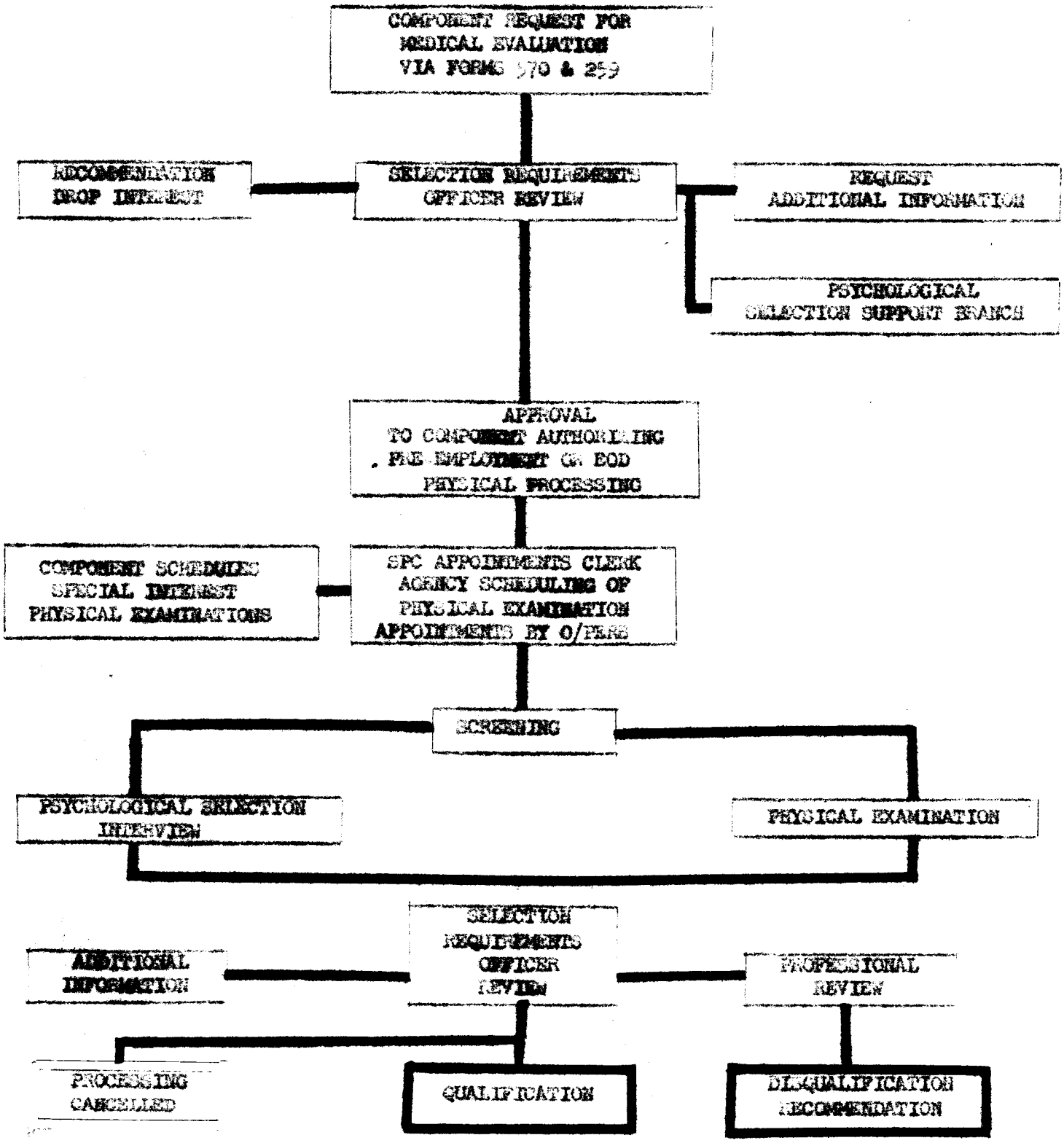
VI. PROCEDURE

SELECTION PROCESSING CENTER
"FLOW CHART
MEDICAL EVALUATION FOR EMPLOYMENT


COMPONENT REQUEST FOR MEDICAL EVALUATION VIA FORMS 570 & 259
RECOMMENDATION DROP INTEREST
SELECTION REQUIREMENTS OFFICER REVIEW
REQUEST ADDITIONAL INFORMATION
PSYCHOLOGICAL SELECTION SUPPORT BRANCH
APPROVAL TO COMPONENT AUTHORIZING PRE-EMPLOYMENT OR EOD PHYSICAL PROCESSING
COMPONENT SCHEDULES SPECIAL INTEREST PHYSICAL EXAMINATIONS
SPC APPOINTMENTS CLERK AGENCY SCHEDULING OF PHYSICAL EXAMINATION APPOINTMENTS BY O/PERS
SCREENING
PSYCHOLOGICAL SELECTION INTERVIEW
PHYSICAL EXAMINATION
SELECTION REQUIREMENTS OFFICER REVIEW
ADDITIONAL INFORMATION
PROFESSIONAL REVIEW
PROCESSING CANCELLED
QUALIFICATION
DISQUALIFICATION RECOMMENDATION

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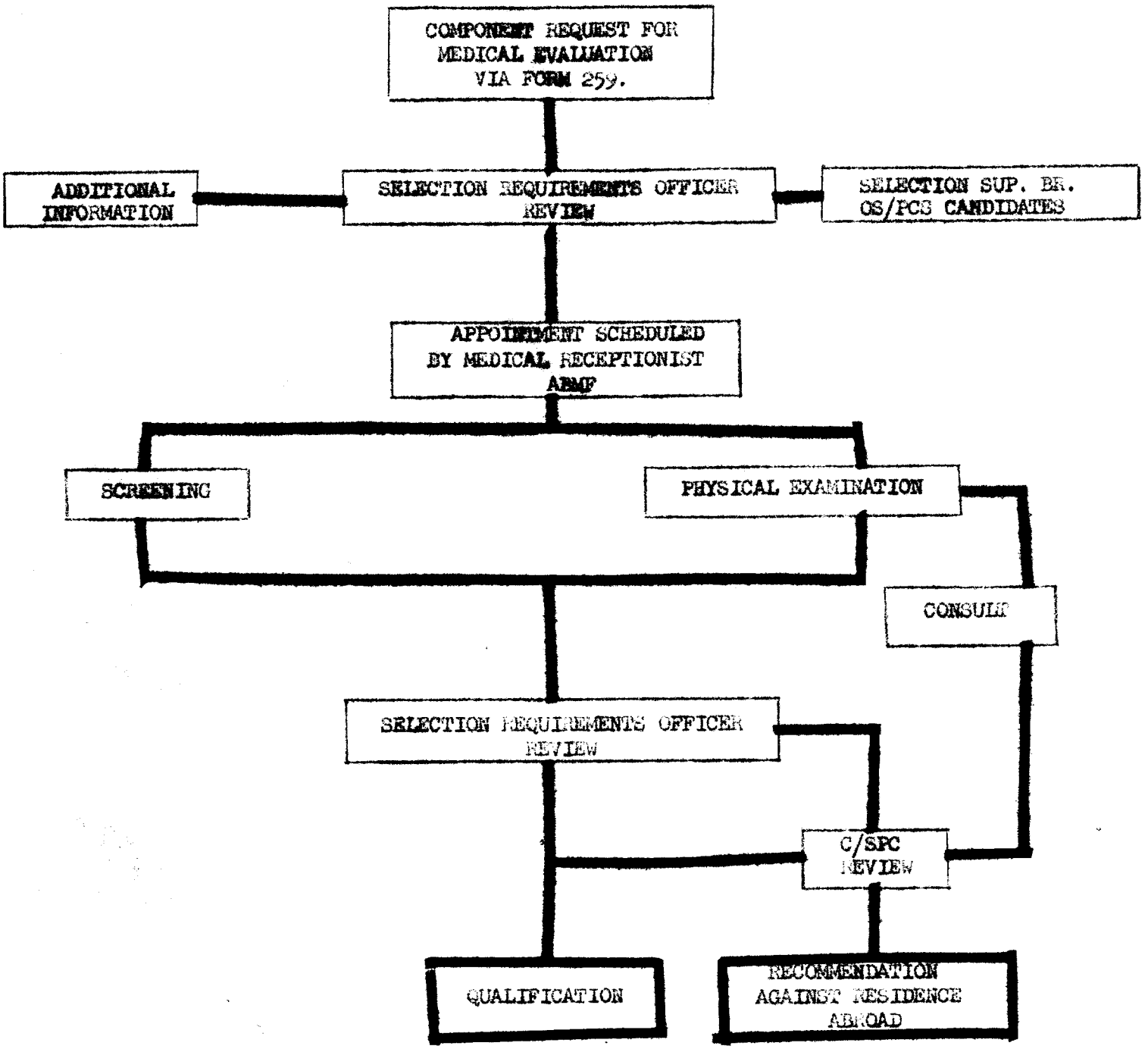
VI. PROCEDURE

SELECTION PROCESSING CENTER
"FLOW CHART"
DEPENDENT EVALUATION



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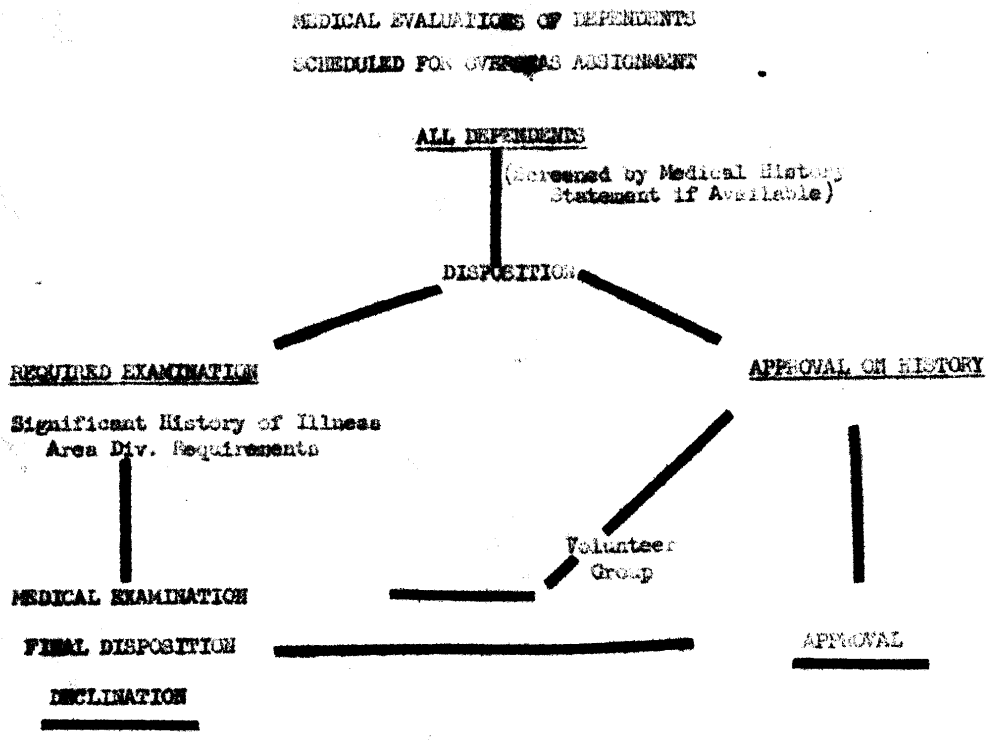

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VII. DATA

A. SELECTION

WORK LOADS '65 '66 '67

B. DEPENDENT MEDICAL FACILITY

1. WORK LOADS
2. IMMUNIZATION
3. PATHOLOGY
4. GEO MEDICINE

C. PROFESSIONAL HEALTH SERVICES

1. DISPENSARY VISITS

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